

**ITEC Policy 7900
Appendix A**

Kansas State Government
Media Sanitization Validation Form

Organization: _____

Item Description: _____

Make/Model: _____

Serial Number(s)/Property Number(s): _____

Backup Made of Information:

Yes _____

No _____

If Yes, Backup Location: _____

Item Disposition:

Clear _____

Purge _____

Destroy _____

Date Conducted: _____

Conducted By: _____

Phone #: _____

Validated By: _____

Phone #: _____

Sanitization Method Used: _____

Final Disposition of Media:

Disposed of _____

Reused Internally _____

Reused Externally _____

Returned to Manufacturer _____

Other: _____